

# Equipment Materiel Specialist Series

## California State Personnel Board Specification

Series established March 18, 1970

### Scope

This series specification describes seven classes used in headquarters and the equipment repair facilities located statewide in field locations. These positions independently perform, plan, organize, and direct the equipment materiel operations for a widely dispersed geographical area and assist in the fabrication and repair operations of a diverse mobile equipment fleet.

Positions in these classes perform a wide variety of assignments on a day-to-day basis and under multiple, simultaneous emergency conditions (i.e., snow removal, earthquake and road closures).

Schem Code	Class Code	Class
QK76	1552	Equipment Materiel Specialist
QK75	1542	Senior Equipment Materiel Specialist
QK74	1540	Equipment Materiel Manager I
QK73	1537	Equipment Materiel Manager II
QK78	1563	Equipment Materiel Manager III
QK72	1530	Equipment Materiel Coordinator
QK79	1564	Equipment Materiel Operations Manager

Equipment Materiel Specialist Series Specification - Class Titles and Codes

### Definition of Series

The Equipment Materiel Specialist series describes work concerned with the equipment materiel and related assets and services for the procurement, fabrication, maintenance, repair, and disposal of mobile equipment and support operational materiel and services. Incumbents receive and license new mobile equipment and prepare equipment check sheets. Incumbents prepare specifications for materiel and services; solicit bids; negotiate with vendors on price, delivery, or quality; award sub-purchase orders and service contracts; establish and maintain vendor price files; work with shop personnel in determining exact materials needed; provide estimates; examine defective parts and process warranty adjustments; recommend substitutions; maintain, issue, and take inventory; audit field inventories; check and issue construction and mobile equipment; are responsible for property and forms management, telecommunications equipment, and asset audits and security; maintain/oversee accountability of property and equipment; provide accurate records of acquisition, maintenance, control, and disposition of such property and equipment; ensure prompt vendor performance; resolve receiving problems and ensure proper quality of merchandise received; coordinate shipments of materiel and mobile equipment; ensure the proper handling and documentation of records regarding hazardous substances, i.e., materials and waste; provide advice and consultation to Shop Superintendents, supervisors and other field personnel involved with procurement, accountability of equipment and property management; and perform other related work. Incumbents in the higher levels may act in a supervisory capacity.

### Factors Affecting Position Allocation

Level, variety, scope and complexity of work; nature of public contact; supervision received and exercised; latitude for independent judgment and action; and degree of administrative responsibility at the supervising levels are the differentiating factors between individual classes.

## **Definition of Levels**

### **Equipment Materiel Specialist**

This is the entry and journey person level of this series. Incumbents are responsible for purchasing, receiving, storing, issuing, shipping and disposing of construction and mobile equipment and materiel in a repair or fabrication shop for mobile equipment and ensuring compliance with Purchasing Delegation and other programs.

### **Senior Equipment Materiel Specialist**

This is the specialist and advanced journey person level of this series. Incumbents either: (1) have independent charge of the equipment materiel operations in a repair or fabrication shop; or (2) act as an assistant to an Equipment Materiel Manager III; or (3) act in a specialist capacity in a repair or fabrication shop, and may act in a lead capacity.

### **Equipment Materiel Manager I**

This is the first supervisory level of this series. Incumbents (1) perform the more difficult staff responsibilities and supervise a staff engaged in equipment materiel operations; or (2) administer one of the more difficult Headquarters equipment materiel programs, such as the Equipment Transportation Program.

### **Equipment Materiel Manager II**

This is the second supervisory level of this series. Incumbents typically plan, organize, and direct the larger, more diverse and more complex equipment materiel operations in a district shop; or administer one of the most difficult Headquarters equipment materiel programs, such as the Equipment Fabrication Master Schedule program.

### **Equipment Materiel Manager III**

This is the third supervisory level of this series. Incumbents typically plan, organize, and direct the largest and most complex equipment materiel operations in a district shop.

### **Equipment Materiel Coordinator**

In Headquarters, incumbents have responsibility for a statewide program (e.g., Inventory Management, Procurement, or Shipping and Receiving), including interpreting and formulating policy; coordinating obsolete and surplus materiel for disposal; ensuring compliance with the Department of General Services' Delegations on Purchasing and Property Disposal; and supervising a staff providing program review and analysis, policy formulation, and coordination; and the functional supervision of a portion of the field equipment operations.

### **Equipment Materiel Operations Manager**

This position is the administrative and operational chief of materiel operations. The incumbent supervises staff and gives functional direction to the field equipment materiel operations personnel engaged in materiel management activities which includes procurement, inventories, logistics, production control, audit and security and the disposal of mobile equipment and materiel; and routinely interacts with manufacturers, vendors, other State agencies and departmental staff.

## **Minimum Qualifications**

### **Equipment Materiel Specialist**

Possession of a valid Class C driver license. (Applicants who do not possess the license will be allowed to compete in the examination but the license must be obtained prior to appointment.) Either I One year of experience in the California state service performing the duties of a Service Assistant (Equipment Parts

Operations). Or II One year of experience in a construction equipment repair shop parts department, or two years of experience in an automotive repair shop or parts house performing journeyman equipment parts duties that require the ordering, receiving, storing, selling and accountability of parts, materials, supplies, or equipment. Or III Equivalent to an Associate of Arts Degree in General Business, Purchasing, Material Management, or another closely related subject area, with a minimum of 15 units of course work in Automotive Parts and Service, Automotive/Truck Mechanical/Electrical Repair or Automotive Technology.

## Senior Equipment Materiel Specialist

Possession of a valid Class C driver license. (Applicants who do not possess the license will be allowed to compete in the examination but the license must be obtained prior to appointment.) Either I One year of experience in the California state service performing the duties of an Equipment Materiel Specialist. Or II Two years of experience in a construction equipment repair shop parts department; or three years of experience in an automotive repair shop or parts house performing journeyman equipment parts duties; such as, procuring, receiving, storing, issuing, shipping and disposing of construction and mobile equipment and materiel. (Experience in the California state service applied toward this requirement must include at least one year of experience as an Equipment Materiel Specialist.)

## Equipment Materiel Manager I

### EITHER I

One year of experience in the California state service performing the duties of a Senior Equipment Materiel Specialist. Or II Two years of experience in the California state service as an Equipment Materiel Specialist. Or III Three years of experience in a construction equipment repair shop parts department or an automotive repair shop or parts house performing equipment parts duties, at least one year of which shall have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include at least one year of experience as a Senior Equipment Materiel Specialist.)

## Equipment Materiel Manager II

### EITHER I

One year of experience in the California state service performing the duties of an Equipment Materiel Manager I. Or II Two years' experience in the California state service as a Senior Equipment Materiel Specialist. Or III Four years of experience in a construction equipment repair shop parts department or an automotive repair shop or parts house performing equipment parts duties, at least two years of which shall have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include at least one year of experience as an Equipment Materiel Manager I or two years' experience as a Senior Equipment Materiel Specialist.)

## Equipment Materiel Manager III

### EITHER I

One year of experience in the California state service performing the duties of an Equipment Materiel Manager II. Or II Two years of experience in the California state service as an Equipment Materiel Manager I. Or III Five years of experience in a construction equipment repair shop parts department or in an automotive repair shop or parts house performing equipment parts duties, at least three years of which shall have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include at least one year of experience as an Equipment Materiel Manager II or two years' experience as an Equipment Materiel Manager I.)

## Equipment Materiel Coordinator

### EITHER I

One year of experience in the California state service performing the duties of an Equipment Materiel Manager II. Or II Two years of experience in the California state service as an Equipment Materiel Manager I. Or III Five years of experience in a construction equipment repair shop parts department or in an automotive repair shop or parts house performing equipment parts duties, at least three years of which shall have been in a supervisory capacity. (Equipment in the California state service applied toward this requirement must include at least one year of experience as an Equipment Materiel Manager II or two years' experience as an Equipment Materiel Manager I.)

## Equipment Materiel Operations Manager

### EITHER I

Two years of experience in the California state service performing the duties of an Equipment Materiel Coordinator. Or II Three years of experience in the California state service as an Equipment Materiel Manager III. Or III Broad and extensive (five or more years) experience in a construction equipment and repair shop parts department or in an automotive repair shop or parts house performing equipment parts duties, at least five years of which shall have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include at least two years of experience as an Equipment Materiel Coordinator or three years' experience as an Equipment Materiel Manager III.)

## Knowledge and Abilities

### All Levels:

Knowledge of: Types, specifications and identification of specialized construction and mobile equipment, tools, parts, accessories, and supplies; purchasing methods, ordering, receiving, storing, and issuing practices and procedures including the keeping of receiving, shipping, inventory and disposal records; hazardous substance handling and record keeping; parts interchangeability; electronic inventory accountability systems; operation of materiel handling equipment; basic safe work practices to protect their own safety and health and that of others.

Ability to: Communicate effectively at a level required for successful job performance; use and interpret manufacturers' catalogs and parts lists; determine specification compliance; prepare transaction documents for tools, parts, accessories, and supplies; keep accurate records; meet and deal effectively with those contacted in the course of business; understand and carry out oral and written directions; learn and work with electronic inventory accountability systems.

## Senior Equipment Materiel Specialist

Knowledge of: All of the above, and the State of California and departmental purchasing, storing, shipping and safety regulations and procedures, including those for hazardous materials; California Vehicle and Department of Motor Vehicle Registration procedures; Minority, Small and Women-Owned Business Program; the department's inventory accountability systems.

Ability to: All of the above, and organize and direct the work of others; train and lead special program and student assistants; analyze situations accurately and take effective action; forecast inventory requirements for parts and materiel; establish economic order points for inventory control and stock reordering; reason logically, draw valid conclusions and make appropriate recommendations; work successfully with others to gain their respect and confidence; prepare reports.

## Equipment Materiel Manager I

## Equipment Materiel Manager II

## Equipment Materiel Manager III

Knowledge of: All of the above, and hazardous materials laws and regulations; contracts; inventory and records handling and controls; budget preparation; training and personnel development practices; principles of effective supervision; inventory and audit procedures; the department's labor relations, training, drug awareness and health and safety programs; a supervisor's role in the Affirmative Action/Equal Opportunity Program and the processes available to meet program objectives; safety regulations governing shop operation, including facility safety requirements, and a supervisor's role in maintaining an effective Injury and Illness Prevention Program.

Ability to: All of the above, and plan, develop, implement and monitor the work of others; create and run EDP accountability systems; supervise the proper operation of shop transports; negotiate sale of materiel and equipment to other tax-supported entities; prepare specifications for and administer materiel and services contracts; manage various materiel recycling programs; schedule and audit physical inventories; negotiate with vendors on price, delivery and quality of equipment materiel, components and shop tools and equipment; design and implement materiel storage facilities, inventory and purchasing systems; effectively contribute to the department's Affirmative Action/Equal Opportunity Program objectives.

## Equipment Materiel Coordinator

Knowledge of: All of the above, and State and Federal regulations on intrastate and interstate shipping; State and Federal registration and licensing procedures; State regulations on motor vehicle purchasing, inspection, inventory and disposal; State forms and records management regulations.

Ability to: All of the above, and develop, implement and ensure compliance with statewide policies and procedures; identify culpable negligence problems and take appropriate action; prepare reports and give presentations; coordinate the activities of a statewide program.

## Equipment Materiel Operations Manager

Knowledge of: All of the above, and business administration; principles and practices of the automotive and heavy equipment spare parts industry; inventory and production control systems; audit procedures and inventory security.

Ability to: All of the above and review and analyze administrative directives; project future industry trends; administer the statewide equipment materiel operations program.

## Additional Desirable Qualifications

### All Levels:

Education equivalent to completion of the twelfth grade.

## Senior Equipment Materiel Specialist and Above

An Associate of Arts Degree in General Business, Purchasing, Materiel Management, or another closely related subject area.

## Class History

Class	Date Established	Date Revised	Title Changed
Equipment Materiel Specialist	1931	05/02/1994	05/02/1994
Senior Equipment Materiel Specialist	09/03/1959	05/02/1994	05/02/1994
Equipment Materiel Manager I	03/25/1936	05/02/1994	05/02/1994

Class	Date Established	Date Revised	Title Changed
Equipment Materiel Manager II	03/25/1936	05/02/1994	05/02/1994
Equipment Materiel Manager III	06/05/1984	05/02/1994	05/02/1994
Equipment Materiel Coordinator	04/06/1956	05/02/1994	05/02/1994
Equipment Materiel Operations Manager	05/02/1994	05/02/1994	05/02/1994
Equipment Materiel Specialist Series History - Dates Established, Revised, and Title Changed			

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